

## Club Sports Office Deadlines

<b>Membership Roster</b>	12th class day of each long semester to CSO
<b>Officer Roster</b>	12th class day of each long semester to CSO and Dept. of Student Activities
<b>Affirmation, Waiver, &amp; Liability Release Form</b>	before an individual member can participate
<b>Medical Insurance Form</b>	before an individual member can participate
<b>Travel Request Form</b>	Weekend Travel: Wednesdays by 2 pm before departure date Week Travel: 3 days before scheduled departure date National Travel Request Forms: at least ten days before departure
<b>Post Trip Reports</b>	Weekend Travel: Wednesdays by noon after scheduled return Week Travel: 2 days after scheduled return
<b>Accident/Injury Reports</b>	within 24 hours of accident/injury
<b>Incident Report</b>	within 24 hours of incident
<b>Reimbursements Form</b>	within 7 days of scheduled return
<b>Official's Payment Form</b>	once received, check will be mailed within 7-10 business days
<b>Purchase/Equipment Requests</b>	If item needs to be purchased, 3 weeks before need. <b>NO</b> guarantee it will arrive on time. Rec Sports equipment at least 7 days in advance and must be returned within 2 days after event.
<b>Inventory Report</b>	1 week after season completion or by last class day of semester (depending on which comes first)
<b>Semester Reports</b>	last class day of each semester
<b>Financial Reports</b>	last class day of each semester
<b>Budget Requests</b>	May 1st
<b>Financial Report</b>	last class day of each semester
<b>Facility Requests</b>	<u>Semester Practices:</u> Fall: May 30th Spring: December 1 <sup>st</sup> Summer: April 30 <sup>th</sup> <u>Home Games or Events:</u> At least 2 weeks prior to proposed event
<b>Semester Schedules</b>	Fall: May 30 <sup>th</sup> Spring: December 1 <sup>st</sup>